

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers
All State Agencies

DATE: October 22, 2014

FROM: Louise M. Anderson-Sawtelle
Associate Controller - Operations

SUBJECT: Payroll Sign-Off For FY 2015 Pay Period #9 Ending 11/1/14
CPO 15-05

To ensure the timely processing of payrolls, you are required to “sign off” on all payrolls **no later than 12:00 pm on Monday, November 3, 2014.**

Payroll accounts can be transmitted on Friday, October 31, 2014 for agencies that have few exceptions.

The cooperation of each department and agency to adhere to the above schedule would be greatly appreciated.